



**TOWN OF WILTON  
PLANNING BOARD MEETING  
DRAFT MINUTES**

**DATE:** October 21, 2015  
**TIME:** 7:30 PM  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Wilton Planning Board Members: Chairman Jeffrey Kandt, Neil Faiman, Marion Kearns, Tracey Ewing (Alternate voting for Alec MacMartin), Matt Fish, Dawn Tuomala (Alternate voting for Sara Spittel), Selectmen Representative Kermit Williams (arrived late), NRPC Representative Camille Pattison, Secretary Sorrell Downing

**PUBLIC HEARING**

Chairman Kandt opened the public hearing at 7:35 PM.

**Economic Development Chapter of the Master Plan**

*A Public Review and comment on the Economic Development Chapter of the Town Master Plan.*

Ms. Pattison circulated the updated FINAL Economic Development Chapter of the Master Plan. Other than a few typos, no comments regarding content were made. The typos will be corrected.

*A MOTION was made by Mr. Faiman and SECONDED by Ms. Ewing to accept the Economic Development Chapter of the Master Plan with minor amendments to be addressed.*

*Voting: 6 ayes. Motion carried unanimously.*

*A MOTION was made by Mr. Faiman and SECONDED by Ms. Tuomala to adjourn the public hearing.*

*Voting: 6 ayes. Motion carried unanimously.*

**PB-SD04-0915 – Zuber**

*An application by Walter Zuber for a subdivision of three lots. The first proposed lot is the existing lot of 10.282 acres (H-83-1). The two proposed new lots are H-83-4 and H-83-5. The proposed new lot, H-83-4, would have 2.095 acres and the proposed new lot, H-83-5, would have 3.504 acres. The property is located in the southeast corner of the intersection of where Stephens Road and Badger Farm Road meet at Mason Road.*

No updates to this case.

*A MOTION was made by Mr. Faiman and SECONDED by Ms. Tuomala to continue the case PB-SD04-0915 to the next public meeting on November 18, 2015.*

*Voting: 6 ayes. Motion carried unanimously.*

**Excavation Regulations and Forms**

According to the Minutes from 10-15-14, the Site Plan Review Regulations and Appendix IV (EX Review) were updated but the remaining three sections (Excavation Permit, Annual Excavation Inspection Report and Excavation Application Form) were not approved and still remain in draft form.

- Ms. Pattison suggested the Planning Board combine Appendix VI to be Excavation Permit and Annual Excavation Inspection Report. This will not require renumbering of the entire document.
- The Excavation Permit Form will include
  - 5 lines for signatures
  - bond number
  - date Planning board approved inspection/bond
  - failure to submit will result in cease and desist
- The permit form will need to be replaced annually by the applicant and posted at excavation site.
- The Excavation Application Form will include the PO Box for the town address.

Ms. Pattison to revise and the Planning Board will revisit these forms again before public notice.

Mr. Williams arrived at 8:20 PM.

**Sign Application and Procedures**

1 Mr. Williams stated we don't have a "sign permit enforcer." The code enforcer typically  
2 is building inspector. The Board of Selectmen need to delegate the authority to someone  
3 to enforce sign regulations.

4  
5 Mr. Faiman stated the sign permit should have a similar procedure as the building permit.  
6 We accept application for building permits with a fee and the application is looked over  
7 to see if it conforms to the requirements, if so, a quick approval should be given for signs.  
8 Several Planning board members felt it was a waste of everyone's time for applicants to  
9 have to present their sign to the planning board when the sign application conforms to  
10 regulations. If the sign is not conforming, the application should go tot ZBA.

11  
12 Discussion of when to receive payment for sign application concluded that the procedure  
13 should be uniform, that when a building permit application is filed, payment is received  
14 with the application. The same procedure should be used for sign permits.

15  
16 The planning board concluded the responsibility of the handling the sign permit  
17 applications should consider being transferred to the building inspector. Mr. Shepardson  
18 will be invited to the meeting on November 4, 2015 to discuss this.

19  
20 The removal of the planning board responsibility for sign application would need to go to  
21 Town Meeting.

## 22 23 **NRPC Maps**

24  
25 Ms. Pattison posted an updated Zoning map with lot parcel IDs marked. Sarah at NRPC  
26 has noted that the wellhead protection areas have changed and expanded quite a bit from  
27 the last Toppin study (1987). Mr. Faiman stated that the specifics are not clear and this  
28 could be a "judgment call" the planning board is not qualified to make. This will be  
29 discussed after further information is gathered.

## 30 31 **Master Plan Updates**

32  
33 NRPC has updated all content for the Natural Resource Chapter and will present tot eh  
34 Conservation Commission October 26, 2015.

35  
36 NRPC has reached out to many departments for updated data for the Town Facilities  
37 Chapter. Some departmen heads have responded. Ms. Tuomala to send Ms. Pattison  
38 contact information for the Fire Chief.

## 39 40 **Minutes 10-7-15**

41  
42 Page 3, line 19 "for"  
43 Page 4, line 21 "can't"  
44 Page 4, line 44 add: NH Municipal Association  
45

*A MOTION was made by Mr. Williams and SECONDED by Ms. Kearns to approve the minutes as ammended.*

*Voting: 4 ayes. Mr. Kandt, Ms. Tuomala, Mr. Fish abstained.*

Ms. Tuomala stated that the encumbered funds processed discussed at the last meeting was incorrect and Mr. Williams refuted this by explaining his conversation with NH Municipal Association who stated that if there is a current/active contract, the money does not need to be encumbered. Ms. Tuomala asked that this be discussed with town accountant for clarification, as it is not the procedure she understood.

### **Website Updates**

Mr. Williams to have the NRPC 2<sup>nd</sup> Representative Ad moved to main landing page of the Town of Wilton website. Ms. Downing to send language for posting.

### **Other Business**

By-Laws need to be updated and are on the “to-do” list but have been pushed off for more pressing needs.

*A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to adjourn the meeting.*

*Voting: 7 ayes. Motion carried unanimously.*

Chairman Kandt declared the meeting adjourned at 9:45 PM.

Respectfully Submitted,  
Sorrell Downing  
Secretary